

UTAH STATE TAX COMMISSION
TAXPAYER SERVICES DIVISION

(Tax) Compliance Agent II - III
Will underfill as (Tax) Compliance Agent II

Step Range: TCA II 37 - 52
Entry: \$12.37

Successful performance in this position requires the tax and/or collection knowledge, skills, and experience equivalent to that which would be acquired in one to two years as a Tax Collection Agent I. Consideration and selection for interviews will be based on that criteria.

The (Tax) Compliance Agent II/III is a career ladder series. Entry is at Level II, and through successful completion of a specific program of training and testing, promotion to Level III may be achieved. This title includes a variety of positions with similar duties and requirements, but working in different sections of the Taxpayer Services Division. Successful candidates Will be assigned as needed to best utilize the resources of the Division in accomplishing its mission and goals. This position may be assigned to the Salt Lake or branch offices for District Collection, or any of the following functional areas: Garnishment, Special Events, OCA, Bankruptcy.

DUTIES of the position include: Researches account histories and other resources to determine payment and compliance history, previous commitments, cross-compliance and assets in contact preparation. Takes action to clear or resolve cases. Secures true tax returns and financial statements. Verifies assets, income, expenditures, and other information affecting collection potential; analyzes financial statement, profit and loss statement and taxpayer financial records to secure compliance; makes recommendations to taxpayer relative to business practices to assist the taxpayer in meeting financial obligation and preventing future account delinquency; negotiates reasonable payment agreements based on financial information and individual circumstances. Monitors payment agreements and all case follow-ups with appropriate case management tools. Discusses and pursues trust fund responsibilities by making assessments and filing liens. Determines and pursues appropriate legal action to secure state's interest and enforce compliance when taxpayer fails to voluntarily comply. Represents agency in bankruptcy proceedings, hearings, and other legal orders. Interacts with US trustees, Assistant Attorney General, and taxpayers' Power-of-Attorney. Performs other related duties as assigned.

REQUIRES: Knowledge of collections statutes, practices and techniques; standard business operating procedures, accounting principles and practices; bankruptcy processes; USTC policy and practice. Ability to verify, analyze and make recommendations based on standard financial statements; negotiate and gain voluntary compliance with taxpayers; understand and explain tax code; determine collection potential of accounts; use sound judgement in dealing with taxpayers under adverse conditions.

This position will be recruited through the Utah Skill Match system. If you wish to be considered for this position, please be sure you have a current (within one year) resume in the Utah Skill Match system and e-mail taxjobs1@utah.gov to indicate your interest no later than 5:00 pm Wednesday, November 5, 2003. Your request for consideration ensures that your resume will be reviewed and considered. It does not guarantee an interview. Only those selected for interviews will be contacted.